

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5000

USAFACFS Regulation  
No. 210-7

22 July 2004

Installations  
**FIELD OFFICER OF THE DAY (FOD)**

**1. PURPOSE.** This regulation outlines procedures and sets forth responsibility for the Field Officer of the Day (FOD). The word “his” as used in this publication is intended to include both the male and female sexes, and any exceptions to this will be so noted.

**2. GENERAL.**

a. When other personnel are not normally present for duty, a FOD is detailed daily to represent the Commanding General. All majors and promotable captains are eligible to serve as FOD except—

(1) Unit commanders.

(2) Inspectors General, Adjutants General, Judge Advocates, Chaplains, Military Police, promotable majors, [brigade XOs and S3s](#), and officers of the Army Nurse, Dental, Finance, Medical, Veterinary, Medical Service, and Medical Specialist Corps.

(3) Officers scheduled to depart on permanent change of station (PCS) within 30 days of duty dates.

(4) Other personnel designated by USAFACFS Chief of Staff.

b. When valid reasons exist for officers to be permanently excused from this duty, commanders, chiefs of special staff, and directors may initiate requests containing detailed reasons why the officer should be excused. Requests will be forwarded to the USAFACFS Secretary of the General Staff (SGS) for consideration.

c. Individuals are usually notified the last week of the month preceding their scheduled duty. Exemptions from duty (i.e., leave, TDY, deployment, etc.) are due not later than the 15<sup>th</sup> of the month prior. Officers will submit exemptions to their designated

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\*This regulation supersedes USAFACFS Reg 210-7, [3 March 2003](#).

unit representative who will consolidate and submit a final report to the Command Group NCOIC (442-3105). Should the need for leave, TDY, or another conflict arise after notification of duty, it is the officer's responsibility to arrange a mutual trade of duty or a replacement and to notify the SGS of the change.

**3. POST STAFF DUTY NCO.** Training Command G3 provides three NCOs (SFC) on a special duty (SD) basis, who alternate duty and serve as the Post Staff Duty NCO. The NCO's tour of duty is 1600-0900 on weekdays and 0730-0730 on weekends and holidays (including post training holidays). The Installation Operations Center will provide special instructions to the SDNCO. During holidays and weekends, special instructions and information are passed from the NCO going off duty to the NCO coming on duty.

#### **4. TOUR AND POST OF DUTY.**

a. The FOD reports to the Installation Operations Center (IOC), Building 455 (McNair Hall), South Basement at 1630 on duty days, and 0730 on nonduty days (Saturdays, Sundays, holidays, and during periods when the post is closed due to inclement weather).

b. Prior to assuming his duty, the FOD will receive an inbriefing from the SGS and the Watch Officer in the IOC. The Watch Officer will provide the FOD with all instructions and checklists.

c. The FOD will perform checks as mandated by the Watch Officer. When not performing checks, the FOD will remain on-call. The Post Staff Duty NCO will remain in Building 455, Room 1 (south basement) throughout his tour of duty and report incidents to the FOD and SGS, as appropriate.

d. Under no circumstances will both the FOD and Post Staff Duty NCO be absent simultaneously from their duty post during their tour of duty.

**5. SPECIFIC DUTIES.** The FOD will execute duties as prescribed by the IOC Watch Officer and any special duties as prescribed by the Chief of Staff, USAFACFS. The Post Staff Duty NCO will execute duties as prescribed by the Standard Operating Procedures. Duties include but are not limited to the following: control of building access after duty hours and supervision of duty driver.

**6. UNIFORM.** The Battle Dress Uniform (BDU) will be worn when on duty, unless otherwise directed.

**7. TRANSPORTATION.** A TMP vehicle will be available for the FOD to use to perform his checks. The Post Staff Duty NCO will maintain the keys when the FOD is not using the vehicle.

**8. REPORT.** The FOD will provide a copy of the checklist and comments to the Post Staff Duty NCO who will attach DA Form 1594 (Duty Log). Turn in the complete report to the **SGS** at the completion of the Post Staff Duty NCO's tour of duty. During weekends and holidays, hold all reports and turn them in together on the next duty day. **The** Command Group NCOIC will maintain these reports IAW AR 25-400-2.

(ATZR-CA)

FOR THE COMMANDER:



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